

EQUIPMENT MANAGER

DEFINITION

To plan, organize, direct, and coordinate all City equipment operations; including, vehicle and equipment acquisition, utilization, maintenance, repair, and disposal.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. Exercises direct and indirect supervision of the Equipment Maintenance Supervisor and support and technical staff in the Equipment Maintenance Division.

ESSENTIAL DUTIES

1. Develops and implements the goals and objectives of the Equipment Maintenance Division.
2. In conjunction with user departments, determines types of equipment to be purchased.
3. Prepares equipment and contractor specifications and advises on acceptance of bids.
4. Prepares and administers operating and capital budgets.
5. Maintains and analyzes cost data to determine lease rates for vehicles and equipment assigned to using departments.
6. Administers contracts for automotive services and parts and materials agreements.
7. Oversees equipment, and shop accounting and record keeping systems; prepares monthly and annual cost and operation reports.
8. Coordinates maintenance activities schedules with other City departments and with outside agencies.
9. Selects, supervises, trains, and evaluates subordinates.

City of Hayward
Equipment Manager (continued)

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Vehicle and equipment operations, policies, and procedures.
- B. Principals of organizational theory, budget and personnel management.

Ability to:

- C. Effectively schedule and supervise the work of subordinates.
- D. Analyze administrative and technical problems and make sound policy and procedural recommendations for their solution.
- E. Monitor the performance of outside contractors.
- F. Effectively deal with outside contractors, other agencies, other City departments.
- G. Devise and maintain necessary record systems.
- H. Access computerized information systems for financial, and vehicle and equipment matters.
- I. Promote safe work practices and take appropriate action towards occupational hazards and unsafe conditions.
- J. Communicate clearly and concisely, orally and in writing.

City of Hayward
Equipment Manager (continued)

EXPERIENCE AND TRAINING

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities that would be qualifying. A typical way to obtain the knowledge and abilities would be:

<u>Experience</u>	Five years of increasingly responsible supervisory experience in equipment management.
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<u>Training</u>	College level course work in Business or Public Administration, or other fields relevant to effective management.
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A Bachelor's Degree in one the above disciplines is desirable but not required.

LICENSE OR CERTIFICATE: Possession of a valid Class C California driver's license.

PROBATIONARY PERIOD

One year

738CS96

July 1996

AAP Group:	2
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FPPC Status:	Designated
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FLSA Status:	Exempt
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MLC